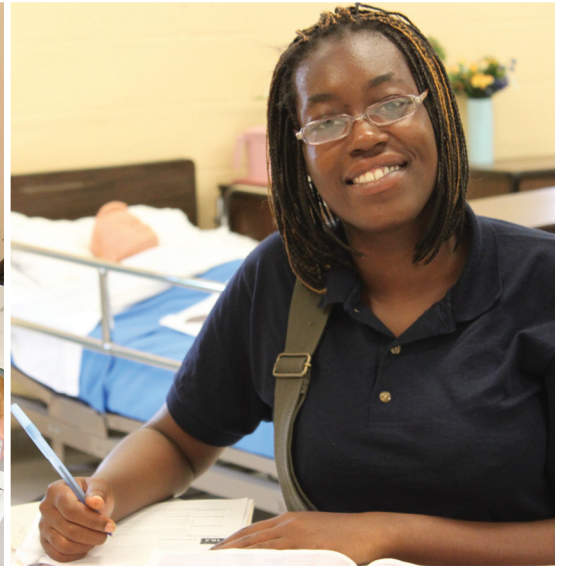


CAREER TECHNICAL TRAINING AREA

Health Unit Coordinator



Do You Like ...

- ... caring for people?
- ... organization and detail?
- ... solving problems?
- ... listening to others?

If so, you may be a good candidate for Job Corps' Health Unit Coordinator career training program.

SKILLS

Learn how to perform the essential tasks of a health unit coordinator, including:

- » Communicating with health care facility staff members, patients, and other health care customers.
- » Maintaining patient charts and forms, both paper and electronic.
- » Handling calls and other organizational duties.
- » Organizing unit supplies, filing forms and reports, and supporting other duties to maintain work operations.
- » Documenting and following doctors' and nurses' orders.
- » Requesting support services as needed.
- » Communicating facility policies to patients, visitors, and staff.
- » Understanding medical symbols, abbreviations, and terminology, as well as the components of medication orders.

EXPECTATIONS & REQUIREMENTS

While on the job, you will be expected to display the following traits at all times:

- » Integrity and dependability
- » Leadership
- » Ability to multitask
- » Attention to detail

And you will need to meet a few basic requirements in order to be hired as a health unit coordinator, including having:

- » Strong math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

CAREER TECHNICAL TRAINING AREA

Health Unit Coordinator



CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Health Care training program can earn **nationally recognized credentials** from the National Healthcareer Association (NHA) and a state-issued credential/license.

CAREER OPTIONS

Most **Health Unit Coordinator graduates work for hospitals and health care facilities**. Health unit coordinators spend most of the workday on a variety of tasks to support the overall function of work operations. A large part of their job is communicating with staff, patients, and visitors throughout their shifts. There is part-time and full-time work available for health unit coordinators, and shifts vary over weekdays, nights, and weekends depending on the work environment.

SALARY

The average starting salary for most health unit coordinators is **\$25,000/year**.

*For additional salary information and career path options in this field, visit www.mynextmove.org.



www.recruiting.jobcorps.gov • www.mifuturo.jobcorps.gov (español)



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